

Memorandum

To: Members of the Council on Technology Services

From: Farley Beaton

Date: January 22, 2003

Subject: COTS Change Management Workgroup Request for Assistance

The COTS Change Management Workgroup requests your assistance in identifying best practices in change management. We believe to be effective as a workgroup we need to first develop an understanding of best practices, particularly as they have already been implemented in Virginia. We are requesting your assistance in identifying formal change management programs that are in place in Virginia agencies that have a proven track record at introducing significant organizational change. Our intent is to learn as much as we can from these programs through interviews and perhaps presentations to the workgroup.

If your agency or another agency you are aware of has a successful change management program in place, please provide the following information:

Agency name

Agency change management contact person

E-mail address for change management contact

Please email your response to Paul Lubic at plubic@ntp.state.va.us by January 31, 2003. Thank you in advance for your assistance.

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